

## **Malmesbury Town Council**

Minutes of the Town Hall & Facilities Committee Meeting held on Wednesday 15th July 2020 commencing at 7.00pm via zoom

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**Present:** Councillors S D'Arcy (Vice-Chair), C Doody, J Exton, P Exton, L G Grant (Chair), W Jones, P Smith, F Vandelli

G Davie (Minutes), R Spencer Williams (Town Clerk)

- 1. Declarations of Interest:** There were no declarations of interest
- 2. Apologies for Absence:** There were no apologies
- 3. Public Question Time:** There were no public questions
- 4. To receive and adopt the minutes of the Town Hall & Facilities Committee meeting held on 17th June 2020**

**Resolved** that the minutes of the Town Hall & Facilities Committee meeting held on the 17th June 2020 were a true and accurate record of the meeting and should be received and adopted

- 5. To receive an update on the current Town Hall usage (Report No 1, Town Clerk)**

The Town Clerk presented the current use of the Town Hall. The toilets have reopened in support of the café and the system for use seems to be working well. A member of staff is now in the Town Hall each day. The redecoration is going well. As activities return then the cleaning regime will need to be readjusted to match the need.

The Town Clerk's report was noted.

- 6. To receive an update on the implementation of the Town Hall Re-opening plan (Report No 3, Cllr D'Arcy)**

Cllr D'Arcy provided an overview of what has been planned and implemented so far. The Jackdaw café has returned to being a proper indoor café with limited table space. The toilets have reopened. Consideration is now being given to the TIC. Some signs have gone up in preparation for re-opening, but more work needs to be done. The TIC should be ready to reopen in one or two weeks' time. The Town Clerk is scheduled to meet with Museum staff to talk through their reopening plans.

Cllr D'Arcy explained the signage due to go in place to guide footfall through the Town Hall when events reopen.

Cllr Smith raised a question about the use of the lift. Signs will be in place insisting people using the lift use the hand sanitisers (positioned by the lift doors) before and after using the lift.

Consideration needs to be given over timetabling of events to ensure arrival times do not clash and if possible, furniture should remain in one room.

Discussion then followed on the operation of the bar, both for the cinema and for wedding ceremonies booked at the Town Hall. It was agreed that the bar could not be operated until sign off is given at the next Committee Meeting. Currently only wedding ceremonies can be offered at the Town Hall following government regulations. If these regulations change then consideration will be given at the next Committee meeting or at a special meeting if it is necessary to call one.

The Working Group is to work on a further plan for other events or hospitality being held in the Town Hall. This will be discussed at the next Committee meeting. In addition, hirers or activities will need to produce a risk assessment to show a safe operation within government regulations. The Town Clerk and the Town Hall Administrator should proceed on a case by case basis to reinstate events.

Thanks were given to the Working Group and the Town Clerk and Town Hall Administrator for their work on this, especially as the proposals are not straightforward.

**7. To receive an update from the Movies@Malmesbury cinema working group (Report No 5 Cllr D’Arcy)**

A zoom meeting has taken place between the Working Group and the cinema volunteers. This covered the whole cycle of use. Following this a risk assessment has been prepared by the cinema volunteers which now needs to be combined with the Town Hall re-opening document. This will then provide a good basis for other events which might be run in the Town Hall.

It is unlikely the cinema will want to reopen the bar when it first opens.

The Working group will bring a full proposal on reopening the cinema (including the operation of the bar) to the next committee meeting on Sept 9<sup>th</sup> or if required to a special meeting before that date.

**8. To receive an update on the opening of Jackdaw café (Report No 4, Town Clerk)**

The Jackdaw café is now operating as a café. As a result, the toilets are now open, and the caretaker is on site to monitor flow in the foyer area. The café will provide someone to do this at weekends. Cllr Grant informed the Committee that the café had been successful in obtaining a discretionary business grant of £7k and the café has received the money. He asked a question about housekeeping regarding using reserved signs until tables had been cleaned and also about capturing names and contact details for track and trace purposes.

**Action** The Town Clerk to discuss these housekeeping issues with the Jackdaw staff and also to look at the positioning of hand sanitisers by the chairs.

**9. To receive an update on the Opening of the Play Areas (Report No 2 Town Clerk)**

The Town Clerk reported that the play areas had reopened on July 4<sup>th</sup>. Cllr Vandelli raised a question about the signage with regard to an emphasis on hand cleansing. Cllr Jones expressed concern over using pressure washing on any wooden play equipment. The Town Clerk also brought the current condition of the play equipment at Filands to the Committee's attention as the play equipment are showing their age.

**Action** The Town Clerk to ensure all signage is visible and attractive and has an emphasis on hand cleansing. The Town Clerk will also investigate whether wooden equipment can be cleaned with a hard brush and detergent or possibly disinfectant spray.

**10 To consider the Wildflower planting in the Council's open spaces and other areas (Report No 6 Cllr Vandelli)**

**Resolved** To explore this further. Cllr Vandelli to bring a detailed proposal to the next Committee meeting covering appropriate locations under the Council's control, costings and who would do the work.

**Proposed** Cllr Grant

**Seconded** Cllr Jones

**11 To consider the formation of a working group for the positive development of the Cloister Gardens as part of the Town Centre Recovery (Report No 7 Town Clerk)**

In his report the Town Clerk proposed creating a focused working group to look at maximising the use of the Cloister Gardens.

**Resolved** To set up a working group comprising Cllrs Grant, Doody, Smith, and J Exton. The Town Clerk to set up the first meeting as soon as possible. This group to keep the Open Spaces Working Group and the Mayor apprised of their discussions

Next meeting Wednesday September 9th, 2020 at 7pm

Meeting closed at 8.55pm